

**CITY OF SEBASTOPOL  
CITY COUNCIL  
STAFF REPORT**

Meeting: December 15, 2015  
To: Honorable Mayor and City Councilmembers  
From: City Manager Larry McLaughlin  
City Clerk Mary Gourley  
Subject: Designating Voting Delegate and Alternate(s) to Vote in the Mayor's Absence for the 2016 Sonoma County Mayors and Councilmembers City Selection Committee Meetings and Sonoma County Mayors and Councilmembers Board and General Membership Association Meetings  
Recommendation: That the Mayor and Council discuss and designate Voting Delegate and Alternate(s) to serve as representative(s) on all occasions that the Mayor may be absent  
Funding: Currently Budgeted:  Yes  No xxx N/A  
Net General Fund Cost: \$  
Amount: \$

**INTRODUCTION:**

This item is to request that the City Council Discuss and provide a Selection for the Voting Delegate and Alternate(s) to Vote in the Mayor's Absence for the 2016 Sonoma County Mayors and Councilmembers City Selection Committee Meetings and Sonoma County Mayors and Councilmembers Board and General Membership Association Meetings.

**BACKGROUND:**

Sonoma County Mayors and Councilmembers By Laws state:

In the event a Mayor is unable to attend a meeting of the Board of Directors, he/she shall designate another member, who must be a regular member of the Association, to serve as the representative, by letter delivered to the Secretary of the Association at the time of such meeting or prior thereto. In lieu of a letter being provided prior to each meeting, cities may instead provide a letter to the Chair City at the beginning of each term designating the approved alternates for their city. By such a letter, a Mayor may designate another councilperson to serve as his/her representative on all occasions when the Mayor is absent, or only for a particular meeting or meetings. The representative shall enjoy the same voting privilege during the Board of Directors' meeting as would the Mayor he/she represents. In the absence of such a letter, no one shall be entitled to act as the representative of a Mayor.

**DISCUSSION:**

Five regular membership meetings of the Association shall be held on the second Thursday of every other month beginning in February of each year (excluding December) at a time and place designated by the Chairperson of the Association.

Board of Directors' meetings of the Association shall be held on the second Thursday of the month prior to the regular membership meeting month for the purpose of reviewing policy items, making appointments as may be required or authorized and developing the agenda for the regular membership meeting of the Association. The time and place of the Board of Directors' meeting shall be determined by the Chairperson of the Association.

A regular yearly meeting of the City Selection Committee shall be held on the second Thursday of February in each year at 6:00 p.m. and thereafter as called by the Chair.

**RECOMMENDATION:** Staff recommends that the Mayor and Council discuss and designate a Voting Delegate and alternate(s) to serve as representative(s) on all occasions that the Mayor may be absent.

**Attachment(s):**

Letter of Authorization for Voting Delegate and Alternate(s)

**City Council**  
Mayor Sarah Glade Gurney  
Vice Mayor Una Glass  
John Eder  
Robert Jacob  
Patrick Slayter



**City Manager**  
Larry McLaughlin  
lmclaughlin@cityofsebastopol.org

**City Clerk**  
Mary Gourley  
mgourley@cityofsebastopol.org

## **City of Sebastopol**

December 16, 2015

Mayors and Councilmembers Association of Sonoma County  
City of Healdsburg  
City Hall  
401 Grove Street  
Healdsburg, CA 95448

And

Chair of Sonoma County City Selection Committee  
575 Administration Drive, Room 100A  
Santa Rosa, CA 95403

To Whom It May Concern:

In the event that I am unable to attend a meeting of the 2016 Mayors and Councilmembers Association Board of Directors Meeting and/or the Sonoma County City Selection Committee, \_\_\_\_\_ are designated representatives who may speak and vote in my place.

In the event that more than one of the above-listed representatives are present, they will be permitted to vote in the order given above.

Sincerely,

Sarah Glade Gurney  
Mayor  
City of Sebastopol